100-500U

POSITION DESCRIPTION

AGENCY/DEPT ID Department of Administrative Services/DAS103000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
OCB	Office of Collective Bargaining	Franklin

POSITION NUMBER 20006556

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
OCB Policy Analyst	20006561 OCB General Counsel

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 99 Page 1 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Administrative Staff

JOB CODE 99580

Appd 2/11/11 BRO

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Serves as primary contact with assigned agency Labor Relations Officers (e.g. receives questions, concerns & problems & provides advice as to contract interpretation & process under all state labor agreements; travels to state institutions, agencies & facilities using state vehicle.) Researches contract questions (e.g. uses state contracts, civil service & Ohio employment laws, arbitration decisions, reference materials, etc.) to document state response/position; provides information & research to LRS lead or higher level LRS for review & resolution. Writes documentation & reviews termination cases; prepares cases for presentation to compliance review committee; attends layoff committee meetings & presents agency cases; communicates OCB decisions to agency. Reviews grievances at various steps for assigned agencies & prepares various information & response (e.g. Step 3 grievance review) to determine whether agency position is consistent/correct; conducts Step 4 grievance hearings & investigates & collects documentation for review & preparation of arbitrations; completes arbitration case summaries, determines BNA Coding & describes case for grievance review committee. Prepares & conducts expedited arbitration cases, conducts discipline grievance arbitrations & assists in arbitration of full panel issue cases. Researches issues, prepares witnesses, writes questions & opening & closing statements, assists in writing briefs as determined by the LRS Lead &/or Manager of Conflict Resolution & Legal Services; determines BNA Coding & describes cases for review committee. Performs specialty assignments (e.g. manages working out of class (WOOC) case load & conducts WOOC hearings.) Conducts training on agency labor relations issues; attends & facilitates training from OCB & attends conferences, meetings. Attends agency labor relations & labor management meetings as requested. Trains & assists lower ranking labor relations specialists as assigned. Establishes relationships with agency LROs, union staff reps, arbitrators & other related staff. Attends mandatory training (e.g. FMLA, ADA, FLSA, Labor Management Arbitrations, etc.). May perform some or all of the duties included in PN 20006545 and PN 20006547.	Knowledge of (1) management; (2) labor relations involving formal bargaining & negotiations with organized labor or management, labor conflict resolution e.g., mediation, arbitration, settlement, ORC Chapter 4117 & OAC Chapters 123, 124; (3) employee training & development; (4) DAS/OCB policies & procedures*; (5) government structure & process*; (6) labor relation principles, Ohio Collective Bargaining laws, rules & regulations, arbitration process. Skill in (7) operation of personal computer & associated hardware/software (e.g., Microsoft Office)*. Ability to (8) define problems, collect data, establish facts & draw valid conclusions; (9) originate business letters reflecting standard procedures; (10) understand technical manuals & verbal instructions; (11) prepare & deliver speeches before specialized audiences, e.g. HR conferences & general public; (12) handle sensitive inquiries from contacts with officials & general public; (13) obtain & maintain a valid Ohio driver's license. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	2/11/16
Michael P. Duco, Deputy Director	

100-500U

POSITION DESCRIPTION

AGENCY/DEPT ID Department of Administrative Services/DAS103000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
OCB	Office of Collective Bargaining	Franklin

POSITION NUMBER 20006556

☐ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: OCB Policy Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20006561 OCB General Counsel

☒ Permanent ☐ Temporary ☐ Intermittent

☐ Classified ☒ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 99

Page 2 of 3

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	On behalf of deputy director of DAS Human Resources Division (HRD), researches & compiles data on current state & federal statues, federal & state case law, human resources best practices & trends, & other sources, both in hard-copy & stored electronically, on various employment-related topics that affect civil services at state, county, & state-supported college & university jurisdictions; drafts new & revised policies & directives & proposed legislative changes (i.e., assignments will not overlap with those assigned to another employee in the same work unit) based upon collected information; confers with affected HRD supervisors & managers & affected external customers to obtain input regarding proposed rules, directives & legislation; briefs/discusses impact of proposed new & revised policies & directives & proposed legislative changes with HRD deputy director to ensure accuracy, completeness, clarity, & user friendliness of content. Drafts & annotates new & revised administrative rules & identifies those to be rescinded as required by DAS five-year plan to comply with Section 119.032 of Revised Code & to satisfy any changes in Ohio revised Code (ORC) & federal regulations that affect HRD's operations & civil service employment; files original proposed, revised, refiles, & adopted rules & arranges for & holds public hearing as required by Chapter 119 of ORC (e.g., schedules date, time & location of public hearing; drafts & publishes legal ad; generates required rule filing forms for & cover letters; generates & distributes implementation notice). Provides information &/or technical assistance to state, county & state supported college & university human resources personnel, employees & public regarding civil service laws & rules, HRD programs & operations & employment law, develops & delivers training presentation & speeches to include any visuals, manuals, & handouts; develops & disseminates articles for HRD/DAS publications. Monitors proposed legislation to identify & address that which impacts HRD functions & civil service;	Knowledge of (1) business or public administration, (2) management, (3) law, (4) human resources, (5) agency policies & procedures (e.g., Chapter 123 of Administrative Code; HRD policies & procedures)*, (6) government structure & process (e.g., Chapter 124 of ORC, employment laws)*. Skill in: (7) operation of a personal computer & associated hardware/software (e.g., MS Office, Web browser). Ability to: (8) deal with many variables & determine specific action, (9) use statistical information, (10) develop complex reports & position papers (11) gather, collate & classify information about data, people or things, (12) handle sensitive inquiries from & contacts with officials & general public, (13) prepare meaningful, concise & accurate reports, (14) annotate & promulgate administrative rules, (15) define problems, collect data, establish facts & draw valid conclusions, (16) prepare & deliver speeches before specialized audiences & general public, (17) originate &/or edit articles for publication, (18) check pairs of items that are similar or dissimilar, (19) resolve complaints from angry citizens & government officials.. *developed after employment

JOB TITLE Administrative Staff

JOB CODE 99580

Appd 2/11/11 BMD

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Michael P. Duco, Deputy Director

DATE: 2/11/11

100-500U

POSITION DESCRIPTION

AGENCY/DEPT ID Department of Administrative Services/DAS103000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
OCB	Office of Collective Bargaining	Franklin

POSITION NUMBER 20006556

☐ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: OCB Policy Analyst

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20006561 OCB General Counsel

☒ Permanent ☐ Temporary ☐ Intermittent

☐ Classified ☒ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 99

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
	participates on interagency committees; assists with special projects; prepares & maintains required reports, records & correspondence; operates personal computer to generate, retrieve & store data & send & receive e-mail. Position is in unclassified service per 4117.10(D) of Ohio Revised Code & is overtime exempt	

JOB TITLE Administrative Staff

JOB CODE 99580

Appd 2/11/11 BMO

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Michael P. Duco, Deputy Director

DATE: 2/11/11